



Retroactive University Withdrawal Policy

A retroactive university withdrawal may be an option for students who were unable to complete a standard university withdrawal during the semester of their departure from the university. A retroactive university withdrawal is an extraordinary remedy that is available only for the reasons set forth below. Students who are granted a retroactive university withdrawal receive *W* grades in all courses for the semester in which they apply for the retroactive withdrawal. Requests for retroactive withdrawals must be submitted no later than three years from the last day of the semester for which the withdrawal is sought.

Students who leave the campus without applying at the Dean of Students Office for a university withdrawal during the semester of departure or who fail to withdraw through regular channels or who fail to withdraw for extraordinary reasons may apply for a retroactive university withdrawal only if they can provide evidence of the following:

1. The student had a debilitating illness or injury that significantly limited his/her capacity to withdraw in a timely manner; or
2. The student was forced to leave the University abruptly due to a health or safety emergency within his/her immediate family; or
3. The student has been recommended to apply for a retroactive university withdrawal by the University Scholastic Appeals Board and meets the other criteria for a retroactive university withdrawal.

To apply for a retroactive university withdrawal, students must submit a formal letter of request to the Dean of Students, SUB Room 174, no later than three years after the last day of the semester for which the withdrawal is sought. The student must include his/her name, social security number and/or student identification number, dates for the requested retroactive withdrawal, and supporting documentation to verify claims of illness, injury or emergency which precluded the student from applying for a university withdrawal during the semester of departure. The Dean of Students Office will assign the official date of the retroactive university withdrawal.

An Appellate Board will convene to review the request for a retroactive withdrawal upon receipt of appropriate verification of potential eligibility. Requests for a retroactive withdrawal will be considered by the Appellate Board only if sufficient documentation is provided to support claims of extraordinary illness, injury or emergency. The review process will be limited to a review of documents and student records. The Dean of Students, in his/her capacity as Chair of the Appellate Board, shall inform the student of the Board's decision within ten (10) working days of the Hearing. The decision of the Appellate Board is final.